



MONTHLY ROUTINE ORDERS

ISSUED BY

CAPTAIN D. RUEL

COMMANDING OFFICER

RCACS 205 COLLISHAW

205air@cadets.gc.ca



Order No. #04 2024/25

01 DEC 2024

Last Order No. #03 2024/25

Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY FLIGHT
5 DEC 24	C1A	Capt Ruel	Sgt Li	Banshee Flight
12 DEC 24	C5	Capt Bough	FSgt Bereck	Canso Flight
19 DEC 24	C5	Capt Mowry	FSgt Qiu	Arrow Flight

2. TRAINING SCHEDULE

PARADE NIGHTS

1800 Armoury opens /All Cadets arrive
 1800-1815 Attendance
 1815-1830 Fall-in & Inspections
 1830-1840 Opening Parade / Announcements
 1845-1920 1st Period
 1920-1925 Movements
 1925-1945 Canteen Break
 1945-1950 Movements
 1950-2025 2nd Period
 2025-2100 3rd Period / Classroom Clean-up
 2100-2115 Closing Parade / Announcements
 2115 Dismissal / *Duty Flight clean-up
 2115-2130 *Cadets assigned to Duty Flight will not be dismissed until 2130.
 2130 Armoury Closed

CO'S PARADES

1800 Armoury opens /All Cadets arrive
 1800-1820 Attendance, Parade Setup
 1820-1830 Fall-in & Inspections
 1830-1845 Opening Parade
 1845-1920 CO's Parade Practice
 1920-1930 Break
 1930-2010 CO's Parade, Announcements
 2010 Dismissal / *Duty Flight clean-up
 2010-2030 *Cadets assigned to Duty Flight will not be dismissed until 2030.
 2030 Armoury Closed

3. ANNUAL VERIFICATIONS AND DETAILED HEALTH QUESTIONNAIRES

- a. Every training year, cadets are required to complete their Annual Verifications (AV), and some must complete a Detailed Health Questionnaire (DHQ).
- b. AVs and DHQs were due back by **30 NOV 2024**. Cadets whose AV and DHQ forms have not been received are no longer permitted to participate in any events (including parade nights) until the forms have been received and DHQs have been validated.
- c. Cadets with DHQs that have been submitted but are still waiting for RCSU sign-off are not permitted to participate in any events away from LHQ until their DHQ has been received and processed by the Medical Liaison Officer in Victoria (which may take some time).

(AdmO)

4. ANNUAL CADET CODE OF CONDUCT (COC) FORMS

- a. All cadets must complete their annual code of conduct with their parents/guardians and return them.
- b. Cadets will review the COC with a staff member who will confirm receipt of the forms.
- c. COCs were due by **30 SEP 2024**. Cadets whose COC forms have not been received are not permitted to participate in any cadet events until the completed forms have been received and signed off by a staff member.

(AdmO)

5. PERSONAL INFORMATION UPDATES

- a. Any changes in personal information must be reported to the Admin Officer. This includes phone numbers (Home/Cell/Parents/Guardians), email addresses (Cadets/Parents/Guardians), and residential/mailling addresses. This allows Corps Staff and senior cadets to contact cadets effectively.

(AdmO)

6. CADET ATTENDANCE & ABSENCES

- a. Accurate attendance is important to ensure the safety of our cadets and to ensure they receive credit for mandatory training requirements.
- b. Cadets are not permitted inside the buildings until they have reported to the Duty Cadet and checked off that they are present. For regular training nights, attendance will be taken at the entrance of the Armoury up till opening parade.
- c. Cadets who are late **MUST** immediately report to the Duty NCO and check in before they join their training groups.
- d. Any cadets who need to leave early **MUST** report to the Duty NCO before leaving.
- e. If you are going to be absent for illness or another reason, please complete the online excusal form at <https://205air.com/cadet-absence/>. Upon completing the form, your absence will be recorded as an excusal, versus absence without leave.
- f. Failure to submit an excusal form could affect future selections for training activities and/or summer camp opportunities.

(AdmO)

PART II – OPTIONAL TRAINING7. MARKSMANSHIP – SUNDAYS (1300-1600)

- a. Open to all cadets. Those interested in being on this year's Marksmanship Team must attend.
- b. Cadets will practice air rifle marksmanship at the Navy League Cadet Hall, located at 750 Fifth Street.
- c. OPI Capt Ruel
(Marksmanship O)

8. BIATHLON PRACTICES –TUESDAYS (1830-2000)

- a. Cadets will practice to prepare for Biathlon competition.
- b. Open to all cadets initially and the Biathlon Team will be selected from those who come out to practices.
- c. Practices take place at the Rotary Bowl, located at 355 Wakesiah Avenue.
- d. OPI CI Finch

(Biathlon O)

9. BAND & DRILL PRACTICE – WEDNESDAYS (1830-2030)

- a. Band is open to all cadets; however, preference will be given to those with band experience. If you are interested in joining the band, please speak with the Sr. Band Cadet.
- b. Drill team will practice for Remembrance Day activities, Flag Party, and Drill Competition. Drill Team is open to all cadets.
- c. Practices take place at LHQ.
- d. OPI Band Capt Bough. OPI Drill Capt Mowry.

(Band O/Drill O)

10. NATIONAL GROUND SCHOOL PROGRAM (NGSP) – FRIDAYS (1800-2030)

- a. NGSP is designed to provide essential ground school training for cadets preparing for the Qualifying Exam, a crucial part of the selection process for the Glider Pilot Training Course (GPTC) and the Power Pilot Training Course (PPTC). This program focuses on providing fundamental aviation knowledge to prepare cadets for the Qualifying Examination.
- b. Open to all cadets who are interested in learning how to fly. However, cadets who are interested in taking Glider and Power Pilot training courses are strongly encouraged to attend.
- c. Ground school takes place at LHQ.
- d. Visit [National Ground School Program \(sharepoint.com\)](https://sharepoint.com) through Cadets365 or speak with training staff for more information.
- e. **Registration for NGSP opens 1 OCT 2024** and runs 1 NOV 2024 to 31 JAN 2025. Speak with your training staff to register.
- f. Cadets looking to take the Glider Pilot and Power Pilot Training Courses should check in with Capt Hills who will help mentor them and navigate the processes involved.
- g. OPI Capt Ruel

(NGSP O)

11. EFFECTIVE SPEAKING – EVERY 1ST & 3RD FRIDAY OF THE MONTH (1830-2000)

- a. Effective speaking invites any cadets wanting to build their public speaking skills and train for the Effective Speaking competition.
 - b. Open to all cadets.
 - c. Practices take place at LHQ.
 - d. OPI CV DeBarros
- (Effective Speaking O)

12. ROYAL CANADIAN LEGION BRANCH 256 GENERAL MEETINGS – EVERY 3rd SUNDAY OF THE MONTH (1200-1400)

- a. Selected cadets will participate in flag party duties during the Legion's general meetings.
 - b. Event takes place at RCL256 Mt Benson, located at 1630 E. Wellington Road, Nanaimo.
 - c. OPI Capt Ruel
- (CO)

PART III – UPCOMING EVENTS

13. HOLIDAY MESS DINNER – 7 DEC 2024

- a. Cadets will participate in a formal, holiday themed mess dinner at RCL Branch #257 Lantzville, located at 7227 Lantzville Road, Lantzville, BC.
- b. Interested Cadets should have already signed up; however, SOME late joiners may be accepted by speaking with training staff by 5 DEC 2024.
- c. Cadets are to arrive at the Legion for 1700 hours. Dress is C2.
- d. Dismissal will be around 2030 hours (give or take). Please note, this is also the same day as the Lantzville light up, so expect the area to be busy and allow for plenty of time to drop off/pick up your cadet.

(TrgO)

14. WINTER STAND-DOWN – 22 DEC 24 to 4 JAN 25

- a. Cadet training will stand-down during the winter break.
- b. We will return to regular training as of 5 JAN 25.

15. SPORTS DAY (ADA) – 25 JAN 2025

- a. Cadets from around Mid Vancouver Island will participate in a joint sports day.
- b. Interested cadets **MUST** register **NO LATER THAN 19 DEC 2024** by speaking to their training staff.

(TrgO)

16. JUNIOR LEADERSHIP WEEKEND (ADA) – 31 JAN – 2 FEB 2025

- a. Level 3 cadets will attend HMCS Quadra for a training weekend to develop their leadership skills through lessons which may include teambuilding, problem solving, small party taskings, effective communication, how to deliver briefings/public speaking, and taking care of yourself or others.
- b. Interested cadets **MUST** register **NO LATER THAN 9 JAN 2025** by speaking to their training staff. We are limited to 10 slate positions and cadets will be selected based on their attendance and training records. Additional cadets will be waitlisted to fill availabilities from other units who do not use all their allocated spaces.

(TrgO)

17. MARKSMANSHIP ZONE COMPETITION – 8-9 FEB 2025

- a. Selected cadets for the 205 Collishaw Air Cadet Marksmanship Team will compete in a Stage 2 zone competition at 893 RCACS Qualicum Beach.
- b. Details will be available closer to the activity.

(Marksmanship O)

PART IV – PERSONNEL**18. STAFF**

Capt Ruel, D. – Commanding Officer, Marksmanship Coach
 Capt Bough, G., CD – TrgO/DCO, BandO, and Positive Space Ambassador
 Capt Edwards, T., CD – SupO.
 Capt Hills, K., CD – GPTC/PPTC Mentor
 Capt Mowry, J. & CI Ruscoff, G. – AdmO
 CI Finch, C. – Biathlon Coach
 CI Bereck, M. – A/TrgO and ALP Coordinator
 CV Barabash, G. – Chaplain
 CV DeBarros, M. – Effective Speaking Coach
 CV Finch, M. – Effective Speaking Coach
 CV Ried, R. – Ground School Instructor
 CV O’Keefe, R. – Level 1 Officer
 CV Lamb, J. – Level 2 Officer
 CV Buckham, C., CD – Level 3 Officer
 CI Anacleto, R. – Level 4 Officer

19. CADETS

SQUADRON STRENGTH: 99 Cadets

PART V – SQUADRON SPONSORING COMMITTEE (SSC)**20. MEMBERSHIP**

Chair – Mr. Bereck, Lance – chair@205air.com
 Vice Chair – Mrs. Matheson, Erin – vicechair@205air.com
 Treasurer – Mrs. Haapala, Allison – treasurer@205air.com
 Secretary – Mrs. LeHue, Anita – secretary@205air.com
 Screening Director – Mrs. Schapp, Sandra – screening@205air.com
 Public Relations Director – Mrs. Joo, Olivia – pr@205air.com
 Web Coordinator – Mrs. Barabash, Linda – website@205air.com

21. SSC MEETINGS – 3RD TUESDAY OF EACH MONTH 1830-2030

- a. Meetings take place at the 808 Wing Lounge above LHQ.
- b. Discussion topics include squadron budget, fundraising events, and socials.
- c. Open to all parents to attend.

22. RECRUITMENT

The cadet program is jointly run with members of the Canadian Armed Forces (instructors and core program) and volunteers on the local Squadron Sponsoring Committee (SSC).

The SSC is the local representation of the Air Cadet League of Canada, and provides support for 205 Collishaw Squadron by fundraising, providing facilities and promoting squadron activities. Members of the SSC are made up of parents/guardians of cadets and community members, with exception of the Air Cadet Squadron staff due to the conflict of interest.

If you are interested in making the difference between a basic cadet program and an amazing cadet program, or have any questions regarding the SSC, please contact the chair@205air.com.



D. Ruel
Captain
Commanding Officer

Annexes:

Annex A Training Calendar

ANNEX A - TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion	2	3 Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	4 Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	5 CO's Parade Timings: 1800-2015 Dress: C1A Location: Armouries	6 Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	7 Holiday Mess Dinner Timings: 1700-2030 Dress: C2 Location: RCL 257 Lantzville
8 Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion	9	10 Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	11 Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	12 Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries	13 Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ	14
15 Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion RCL 256 General Meet Timings: 1200-1400 Dress: C1A	16	17 Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl <i>SSC Meeting: 1830-2030 Location: 808 Wing</i>	18 Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	19 Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries	20 Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	21
22 <i>WINTER STAND-DOWN</i>	23 <i>WINTER STAND-DOWN</i>	24 <i>CHRISTMAS EVE</i> <i>WINTER STAND-DOWN</i>	25 <i>CHRISTMAS DAY</i> <i>WINTER STAND-DOWN</i>	26 <i>BOXING DAY</i> <i>WINTER STAND-DOWN</i>	27 <i>WINTER STAND-DOWN</i>	28 <i>WINTER STAND-DOWN</i>
29 <i>WINTER STAND-DOWN</i>	30 <i>WINTER STAND-DOWN</i>	31 <i>NEW YEAR'S EVE</i> <i>WINTER STAND-DOWN</i>	1 JAN 25 <i>NEW YEAR'S DAY</i> <i>WINTER STAND-DOWN</i>	2 JAN <i>WINTER STAND-DOWN</i>	3 JAN <i>WINTER STAND-DOWN</i>	4 JAN <i>WINTER STAND-DOWN</i>